

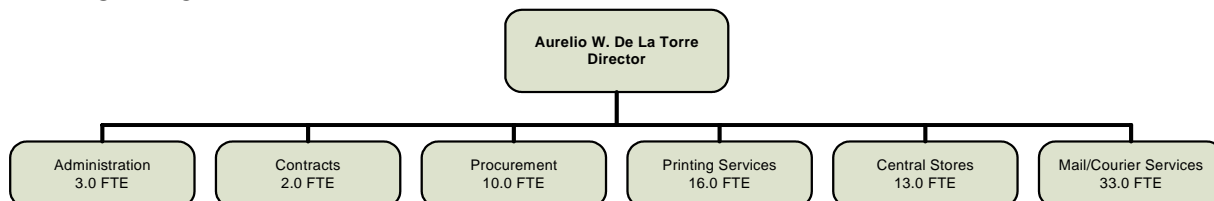
PURCHASING

Aurelio W. De La Torre

MISSION STATEMENT

The Purchasing Department supports San Bernardino County by seeking the best value for each dollar expended by processing public procurement in an open and competitive environment. In addition, the department provides in-house services such as printing, full service supply ordering, and comprehensive mail services through its three internal service programs (Printing Services, Central Stores, and Mail Courier Services).

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

2005-06					
	Appropriation	Revenue	Local Cost	Revenue Over/ (Under) Exp	Staffing
Purchasing	1,094,019	35,000	1,059,019		16.0
Central Stores	8,319,234	8,558,371		239,137	13.0
Mail/Courier Services	7,803,889	7,918,800		114,911	33.0
Printing Services	2,708,942	2,875,359		166,417	16.0
TOTAL	19,926,084	19,387,530	1,059,019	520,465	78.0

Purchasing

DESCRIPTION OF MAJOR SERVICES

The Purchasing Department is responsible for the acquisition of equipment, services, and supplies used by county departments and Board-governed districts. In addition, it is responsible for the management of three internal service programs (Central Stores, Mail/Courier Services and Printing Services). It also manages and arranges for the sale of county surplus property.

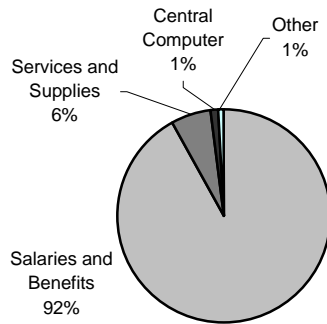
The Purchasing Department strives to provide service to all county departments, special districts and entities with sources for quality products with reasonable prices and timely deliveries. All willing vendors will be given the opportunity to provide pricing on their products and services in a fair, open, and competitive environment. Purchasing accomplishes this mission by treating each department, employee, and vendor with respect, integrity, and understanding. By extending this treatment to all, Purchasing fulfills the purchasing obligation of San Bernardino County.

BUDGET AND WORKLOAD HISTORY

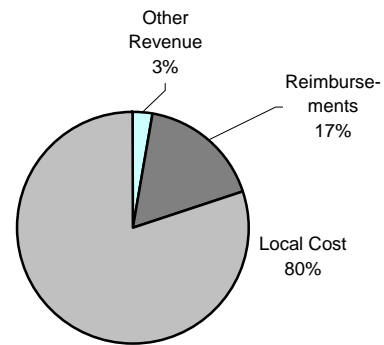
	Actual 2003-04	Budget 2004-05	Actual 2004-05	Budget 2005-06
Appropriation	1,022,018	1,073,018	1,045,091	1,094,019
Departmental Revenue	36,568	35,000	38,293	35,000
Local Cost	985,450	1,038,018	1,006,798	1,059,019
Budgeted Staffing		16.0		16.0
Workload Indicators				
Purchase Orders	1,571	1,300	1,743	1,500
Request for Payments	61,869	53,000	62,258	60,000
Requisitions	2,983	3,200	2,341	2,300
Blanket PO's	1,876	2,500	2,141	3,300
Request For Proposals	261	300	192	320



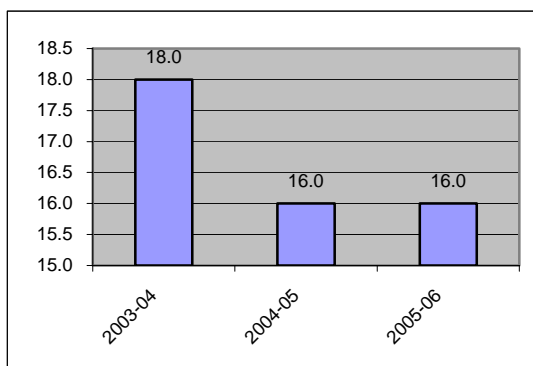
2005-06 BREAKDOWN BY EXPENDITURE AUTHORITY



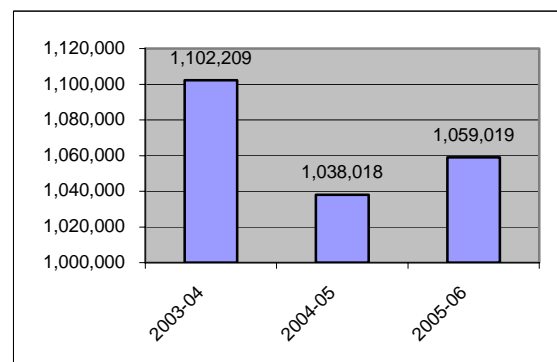
2005-06 BREAKDOWN BY FINANCING SOURCE



2005-06 STAFFING TREND CHART



2005-06 LOCAL COST TREND CHART



GROUP: Internal Services
DEPARTMENT: Purchasing
FUND: General

BUDGET UNIT: AAA PUR
FUNCTION: General
ACTIVITY: Finance

	2004-05 Actuals	2004-05 Final Budget	2005-06 Board Approved Base Budget	2005-06 Board Approved Changes to Base Budget	2005-06 Final Budget
Appropriation					
Salaries and Benefits	1,137,450	1,195,334	1,218,707	(1,422)	1,217,285
Services and Supplies	91,365	61,408	57,451	20,521	77,972
Central Computer	16,683	16,683	17,368	-	17,368
Other Charges	728	728	728	(308)	420
L/P Equipment	6,052	6,052	6,052	308	6,360
Transfers	3,432	3,432	3,432	(199)	3,233
Total Exp Authority	1,255,710	1,283,637	1,303,738	18,900	1,322,638
Reimbursements	(210,619)	(210,619)	(210,619)	(18,000)	(228,619)
Total Appropriation	1,045,091	1,073,018	1,093,119	900	1,094,019
Departmental Revenue					
State, Fed or Gov't Aid	2,249	-	-	-	-
Other Revenue	36,035	35,000	35,000	-	35,000
Other Financing Sources	9	-	-	-	-
Total Revenue	38,293	35,000	35,000	-	35,000
Local Cost	1,006,798	1,038,018	1,058,119	900	1,059,019
Budgeted Staffing		16.0	16.0	-	16.0



DEPARTMENT: Purchasing
 FUND: General
 BUDGET UNIT: AAA PUR

BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Salaries and benefits Decrease of (\$2,322) due to the downward reclassification of 1.0 Staff Analyst II (R56) to Buyer II (R49).	-	(1,422)	-	(1,422)
** Final Budget Adjustment - Mid Year Item Increase in costs of \$900 related to the Clerical Classification Study approved by the Board on April 5, 2005 #67.				
2. Services and supplies Increase purchases primarily for small office equipment and supplies.	-	20,521	-	20,521
3. Other Charges Reduction in interest payments for computer equipment.	-	(308)	-	(308)
4. Lease-Purchase of Equipment Increase in principle payments for computer equipment.	-	308	-	308
5. Transfers Decreased charges for Employee Health and Productivity (EHAP).	-	(199)	-	(199)
6. Reimbursements Increase in reimbursements from Central Stores (IAV PUR) and Mail Courier Services (IAY PUR) budget units for administrative services.	-	(18,000)	-	(18,000)
Total	-	900	-	900

**** Final Budget Adjustments were approved by the Board after the proposed budget was submitted.**

